

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CAPTION: Records Storage and Retrieval Services
CONTRACTOR: Iron Mountain Information Management, LLC (Iron Mountain)
PROGRAM AGENCY: Department of Employment Services (DOES)

FINDINGS

1. AUTHORIZATION:

D.C. OFFICIAL CODE §2–354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Government of the District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Department of Employment Services Office Labor Standards Bureau (DOES) has an immediate need for Iron Management Information Management, LLC (Iron Mountain) to continue providing records storage and retrieval services of approximately 7,000 existing boxes of workman's compensation program files, while simultaneously re-boxing the (in accordance with Office of Public Records boxing guidelines), indexing and relocating the files to the Federal Records Center in Suitland, MD.

The Period of Performance shall be from date of award through one year thereafter.

3. ESTIMATED REASONABLE COST:

The government estimated cost of \$100,000 has been deemed fair and reasonable to meet the requirements of this procurement.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. Market Research was conducted and there are no CBEs or SBEs DC Supply Schedule that can provide the services. While there are other GSA Schedule vendors who offer document storage and retrieval services, many of their price schedules offer pricing for the labor of related services but not rates for the specified services needed.
- B. Iron Mountain currently provides records storage and retrieval services for 7,000 existing boxes of workman's compensation program files. The time and expenses to possibly award to another vendor and relocate the files to a new vendor's location would not be cost effective or advantageous to the District.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Unique Morris-Hughes
Director

6. CERTIFICATION BY THE CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Alvin N. Stith
Contracting Officer

7. DETERMINATION:

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act 2010 (D.C. Law 18-371; (D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter, III
Chief Procurement Officer